

## **Guide to Selling to Culpeper County**

### **Our Mission**

The Procurement Department provides services for the acquisition of goods, services and construction and ensures that all goods and services are of appropriate quality and are acquired in a timely and cost effective manner at the least expense to the County/Taxpayers. Activities and procedures of the Procurement Department are regulated by, and must comply with the Culpeper County Purchasing Resolution and the Virginia Public Procurement Act of the Code of Virginia.

### **Our Goal**

It is the goal of the Procurement department to facilitate the provision of goods and services to County general government agencies in a timely and efficient manner from the lowest responsive, and responsible vendors and service providers, while maintaining compliance with the Culpeper County Purchasing Resolution, Virginia Public Procurement Act, relevant Board of Supervisors adopted policies, and sound professional judgment. In general, procedures required for purchase of an item or services are legally dictated by the projected cost of that item or service. Examples follow.

### **Purchase Procedures**

Purchases between \$2,501.00 and \$15,000.00 as it is practical, no less than three (3) businesses shall be solicited for quotes and a purchase order is required. Purchases between \$15,001.00 and \$50,000.00 require four (4) written quotations and a purchase order is required. Purchases over \$50,000.00 for non-professional services require formal solicitations (IFB/RFP). Professional services of over \$30,000.00 require an RFP solicitation.

### **Invitation for Bid (IFB)**

For items or services valued over \$50,000, an IFB is required. Procurement and the department/agency may decide that an IFB should be the method for obtaining the item or service needed by the department if it is valued at \$50,000 or less. Award is made to the lowest responsive and responsible bidder.

### **Request For Proposal (RFP)**

An RFP is like an IFB in being a formal written request for proposals to offerors/vendors. An RFP differs from an IFB in that the requirements or scope of work are not defined as in an IFB. Offerors will “propose” various solutions and will be evaluated on criteria other than cost alone. An RFP must be used for professional services (i.e., architectural and engineering services, lawyers, doctors, etc.) over \$30,000. Award will be made to the firm who best meets all the criteria.

### **Bidder Applications**

If you would like to be notified of formal solicitations for specific goods or services, you should complete a Bidder Application. You may complete and submit the application online on our website at <http://web.culpepercounty.gov/Government/County-Departments/Departments-P-V/Purchasing>

### **Local, Small and Minority Businesses**

While the Virginia Public Procurement Act does not allow a preference for local, small, woman-owned or minority businesses, Culpeper County is committed to giving these businesses opportunities to compete for county contracts. Vendors should contact the Procurement Office to acquaint themselves with the county's procedures. We welcome input on how contracts might be revised to allow local, small, woman-owned and minority businesses to compete for contracts.

### **For More Information**

Culpeper County  
Procurement Department  
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Culpeper, Virginia

**Phone:** 540-727-3488

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<http://web.culpepercounty.gov/Government/County-Departments/Departments-P-V/Purchasing>

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